

TRC Meeting Minutes – November 19, 2009
City Hall – Council Chambers 217 S. Main Street

TRC Members Present: City Council Representative - Bill Burgin, Planning Board Representative - Craig Neuhardt David Phillips, Patrick Ritchie, Preston Mitchell, Teresa Barringer, Terry Smith, Jason Wilson, Craig Powers, Lynn Hillard, and Melanie Reeder

I. Meeting called to order by David Phillips at 9:07 a.m.

II. David Phillips welcomed the TRC members and introduced new employee and TRC secretary Melanie Reeder. TRC Members made their introductions.

III. Approval of Minutes

- Minutes of October 15, 2009 Meeting
- Preston Mitchell made the motion to approve the October 15, 2009 TRC Minutes as submitted. Patrick Ritchie seconded the motion. All were in favor.

IV. Adoption of the Agenda

- Preston Mitchell made the motion to adopt the agenda as presented. Patrick Ritchie seconded the motion. All were in favor.

V. Land Development Ordinance Review

- **LDOTA – 09 – 2009 Makeup of TRC**

Preston Mitchell reviewed how the membership of the TRC is now established. With the recent changes in Land Management and Development Services, revision/updates to the ordinance are required. All references to LM&D will be replaced with either TRC or CPS whichever is appropriate. Additional bullets will include Community Planning Services and Engineering & Development Services. There will now be eight voting members and the Chair will only vote in case of a tie

There was also a brief discussion on how the Chairman is selected. Preston responded that it is determined by the rules of procedures, therefore it is not necessary to be included in the code. Although the rules of procedures make reference to the LM&D, the rules will also need to be amended.

Action Taken: Preston Mitchell made a motion to recommend to the Planning Board to approve changes as submitted. Lynn Hillard seconded the motion. All were in favor of the motion.

- **LDOTA-10-2009 DMX Lot Provisions**

Preston Mitchell explained amending setbacks for single family housing that now exists in the downtown area. While encouraging mixed use for these existing structures, establishing minimum setbacks are needed. Although no new construction is allowed, including existing single family housing and townhouse type to the DMX is necessary. This will establish the needed setbacks standards, generally using UR standards, along with permitting new construction only in a CD overlay. Single family housing will remain 0' for the rear setback, while keeping with the Fire Code requirements a minimum setback of 5' for the rear on townhouses and 10' between structures.

Action Taken: Lynn Hillard made a motion to recommend to the Planning Board to approve changes as amended. Preston Mitchell seconded the motion. All were in favor of the motion

- **LDOTA-13-2009 Conditional District Overlay Revisions**

Preston Mitchell's overview of a CD is a rezoning that involves site plan review and currently requires one of two methods for approval; (1)-revising the existing Master Plan with Planning Board approval or (2)-submitting an amendment that meets seven specific requirements, to rezone and adopt a master plan and ordinance which requires Planning Board recommendation to City Council for approval.

The Planning Board has requested splitting revision approvals between the Planning Board and the TRC. If the TRC agrees Preston will ask the Planning Board to continue and form a committee to begin dividing these responsibilities. TRC agreed with splitting revision approvals with the Planning Board, but no action was necessary.

- **LDOTA-14-2009: DMX Private Property Lighting**

City owned property is classified as privately owned property and must meet all city requirements. As the most recent new project in the downtown area, the City Parking Lot project has an issue with meeting the one foot candle rule at the property line. Preston explained this requirement allows the interior foot candle to be as high as a number of foot candles as the projects desires but at the property line it must drop to no more than one foot candle to avoid glare or spreading light to the surrounding properties. In the downtown area where structures are so close, this is next to impossible to accomplish. Therefore, in "Part A", Preston is asking for a request to exempt the DMX from provision "C" except where DMX abuts residential zoning. "Part B", of the request is have a certification letter issued from the designer or installer verifying the lighting standards have been met.

Action Taken: Patrick Richie made a motion to amend the code per Part "A" to allow exemption as presented. Preston Mitchell seconded the motion. All were in favor of the motion.

Action Taken: Patrick Richie made a motion to deny Part "B" regarding certification letter. Preston Mitchell seconded the motion. All were in favor of the motion.

VI. Board Business

The December TRC meeting is City Council Representative Bill Burgin last because his term is ending. Councilman Burgin expressed his appreciation to the TRC members. He also stated he has found the LDO to be good working document for the City of Salisbury.

VII. Adjourn

David Phillips adjourned the meeting at 10:05 a.m.